



City of Columbus Zoning Review Worksheet for Historic Properties

FOR STAFF USE ONLY	
D R _____	BDC
APP # _____	GVC
_____	HRC
_____	IVC
_____	VVC

Applicant Information *(Please type or print legibly.)*

Property Address _____

Applicant Name _____

* If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the commission.

Mailing Address _____ Day/Cell Phone/Pager _____

City _____ State _____ Zip _____ Fax _____

Property Owner _____

Mailing Address _____ Day/Cell Phone /Pager _____

City _____ State _____ Zip _____ Fax _____

Instructions *(Read and complete all the steps for all zoning worksheets.)*

Step 1 Complete this form ONLY for the following projects: new construction, additions, garages and outbuildings. This information is requested to streamline the review process and to ensure that all parties, applicant, commissioners and city staffs, understand the proposed project.

Step 2 Zoning Clearance Officer Review: Contact the Building Services Division Information Counter at 645-7314 (757 Carolyn Avenue) to set an appointment with a Zoning Clearance Officer (ZCO) to review your proposed project. The ZCO will determine if any variances or other clearances are needed for your proposed project, based on the existing Zoning Code and the information provided. You **must** provide the following information to the ZCO at the time of your meeting:

- A scaled site map showing the existing buildings and your proposed project
- Current parcel map (E size plot map) from County Auditor's Office, 373 S. High Street 20th Floor
- Address of record
- Parcel ID number
- Written description and/or drawings of your project

***Please Note:** If any of this information is not provided, the ZCO will be unable to review your proposed project.

Step 3 City Historic Preservation Office Review: For consideration of your application, you **must** return the Historic Zoning Review Worksheet with the Certificate of Appropriateness Application to the Historic Preservation Office at 109 North Front Street (654-7964).

Step 4 Historic Commission Review: The commission will review and comment on your project. Depending on your project, their comments may range from general overall comments to give you further direction, to a formal request to apply for a variance.

Based on your discussions with the commission you may be asked to modify your project. This request may require you to review the modifications with a Zoning Clearance Officer again and return the new comments to the Historic Preservation Office staff, so they may consider placing you on the next commission agenda.

Zoning Clearance Officer Comments *(Please type, print legibly or attach written signed comments.)*

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Zoning Clearance Officer Signature

Signature of Zoning Clearance Officer

Date _____

Return this Worksheet and the Certificate of Appropriateness Application to the Historic Preservation Office